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SUPPORT OFFICERS' MEETING

4 November 1964


DD/S Conference Room

1. Those present:



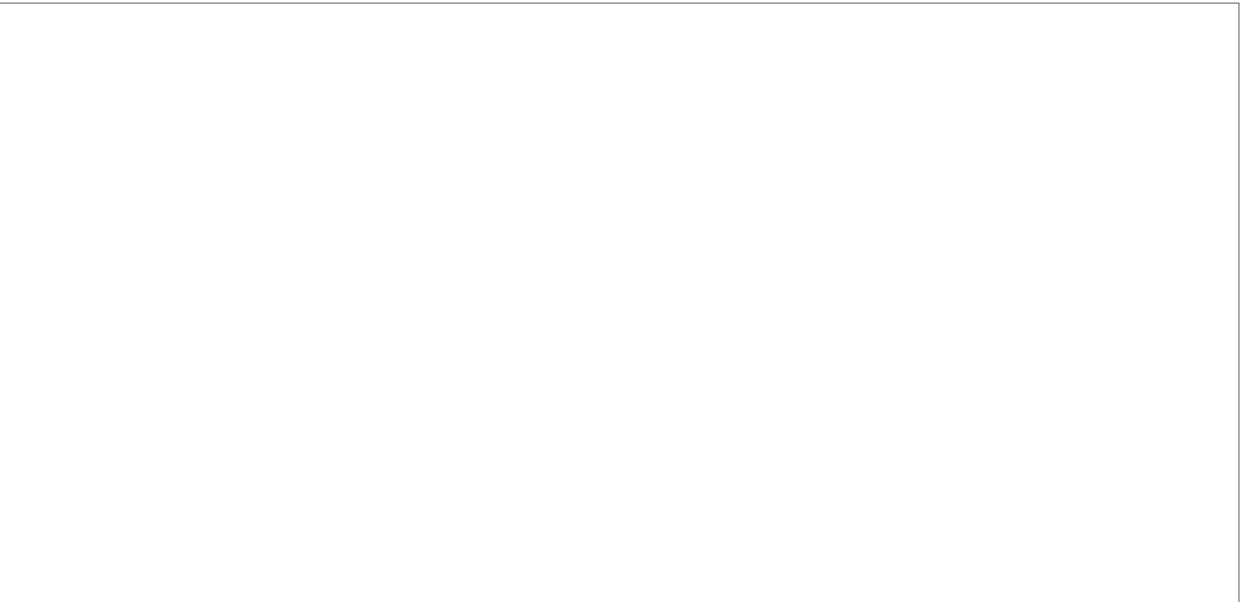
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2. Following up on an item which had been raised at the last meeting,  said that he had determined that the GAO Audit Report of Voucher Funds had been stopped in 1961.

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- 3.



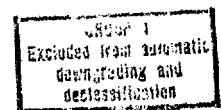
- 4.

5. The following items were raised at the DD/P Staff Meeting:

a. Mr. Helms reminded Division and Staff Chiefs that the Bureau of Budget hearings are about to begin again and that these are the most important ever. We can expect a far-more-searching review by the Budget Bureau and the Appropriations Subcommittees' Congress that has ever been the case before, and it is essential that we put the best foot forward.

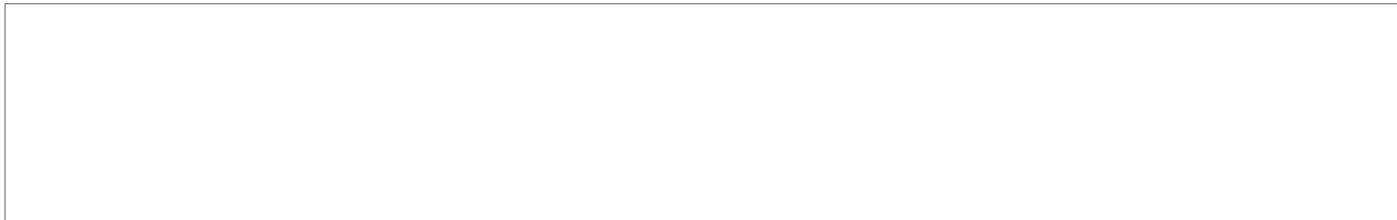
25 YEAR RE-REVIEW

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c. The A/DDP will be leaving tomorrow for a one-week trip overseas and [] will be acting.

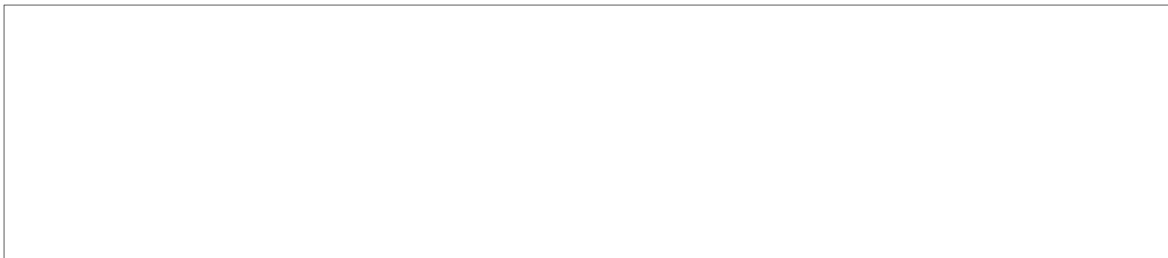
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d. The DD/P will be in [] tomorrow.

e. A seminar is being scheduled for the period 30 November to 18 December for officers who are now, or are scheduled to be, Chiefs of Station. A maximum of 15 officers will be selected for this running of the course and nominees should be submitted to the DD/P Training Officer by 20 November. While first preference for attendance in the seminar will be given to COS/s who will be departing in the next six months, Deputy Chiefs of Station, Chiefs of Base, and certain Chiefs of State will also be able to participate.

f. The DD/P has requested that a report be submitted to him upon the conclusion of any overseas trips by Division and Staff Chiefs. A format for this report will be circulated, but basically it should contain information upon how our operations are getting along in the areas visited.

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6. The following items were brought up at the DD/S Staff Meeting:

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a. Colonel White announced that hereafter the Medical Staff will be known as the Office of Medical Services and the Chief, Medical Staff will be changed to Director of Medical Services. [] has been designated Chief of Field Support in addition to his DD/P responsibilities.

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b. It turned out that the fund drive this year was better than ever before. We have received cash or pledges for \$179,000. which represents 129% of the goal. The good turnout appears to have resulted to a large extent from payroll deductions. Thirteen thousand dollars was contributed to the Public Service Aid Society and \$9,900. to the Education Aid Society.

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c. [] which prescribes new rules for handling travel of less than 24 hours where no hotel accommodations are involved was received in most offices yesterday, but is dated 14 October 1964. In reviewing Travel Vouchers, Central Travel Branch will not consider the new rule for travel authorized prior to today.

d. A girl in the Agency was found using a parking permit that had been reported as lost. She was fined \$50. and the employee who lost the permit is being questioned to make sure that it wasn't deliberately passed to the new user. When you request a replacement for a permit that has been lost, stolen, or strayed, please state in your memorandum what happened to the original permit or what the employee thinks happened to it.

7. The new regulation on hours of work and overtime policy was discussed at the meeting. Several of the Support officers present expressed serious doubts as to the feasibility of certain provisions of the regulation, specifically those dealing with premium pay. As a result of these discussions, it was generally agreed that it would be necessary for the divisions to submit formal comments on this proposed regulation.

HGB:nja
10 Nov 64

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